



# CITY OF HOUSTON

**Annise D. Parker**

Mayor

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<http://purchasing.houstontx.gov>

March 14, 2014

**SUBJECT:** Letter of Clarification No. 1 Sale of Scrap Metal Material Services for Various Departments

**REFERENCE:** Bid Invitation No. S55-L24947

**TO:** All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

• **To revise the above referenced solicitation as follows:**

1. We received information that accessing the link listed on page 3 of the bid document to download the Revenue Price Sheet has been an issue. Listed below is a new link created to access the Revenue Price Sheet.

<http://purchasing.houstontx.gov/bids/L24947/Revenue%20Price%20Sheet%201.xls>

When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

If you have any questions or if further clarification is needed regarding this Request for Proposal, please contact me.

*Joseph Badell*

Joseph Badell  
Senior Procurement Specialist  
Strategic Purchasing Division  
832-393-0209

**END OF LETTER OF CLARIFICATION 1**

guarantee any particular quantity of sale of scrap metal material services during the term of this contract. The quantities may vary depending upon the actual needs of the user departments. The quantities specified herein are good faith estimates of usage during the term of this contract. Therefore, the City shall not be liable for any contractual agreements/obligations the Contractor enters into with third parties based on the City purchasing/requiring all the quantities specified herein.

**Documents/forms must be downloaded from the City's Website at <http://purchasing.houstontx.gov/forms.shtml>**

**Additional Required Forms to be included with this Bid:**

**Revenue Price Sheet Link:**

<http://purchasing.houstontx.gov/Bids/L24947/Revenue%20Price%20Sheet%201.xls>

In addition to the Revenue Price Sheet and the Official Signature Page, the Forms listed in Table 1 **must be completed and submitted to the Office of the City Secretary on or before the date and time the bid is due.** When submitting bids via UPS/FedEx, etc. please label it with the name: Office of the City Secretary, City Hall Annex, Public Level, 900 Bagby, Houston, Texas 77002, along with the bid/proposal number:

<b>TABLE 1 - REQUIRED FORMS</b>
Affidavit of Ownership.doc
Fair Campaign Ordinance.doc
Statement of Residency.doc
Conflict of Interest Questionnaire.doc
Pay or Play Program Acknowledgement Form
Pay or Play Certification of Agreement to Comply w' the Program
Contractor's Questionnaire
Hire Houston First Application and Affidavit

Table 2 lists other documents and forms that should be viewed/downloaded from the City's website, but are not required to be submitted with the bid. The City will request these forms, as applicable, to be completed and submitted to the City by the recommended/successful bidder:

<b>TABLE 2 - DOCUMENTS &amp; FORMS</b>
Drug Forms.doc
EEOC.doc
Formal Instructions for Bid Terms.doc
M/WBE.doc
Sample Insurance Over \$50,000.pdf
Insurance Endorsements
Pay or Play Office of Business Opportunity & Contract Compliance Q & A
Pay or Play Office of Business Opportunity & Contract Compliance Requirements
Pay or Play Contractor/Subcontractor Payment Reporting Form
Pay or Play Contractor/Subcontractor Waiver Request
Pay or Play List of Participating Subcontractors
Criminal Justice Information Services (CJIS) Compliance Addendum (Applicable to Houston Police Department (HPD) Occupied Facilities)

Questions concerning the bid should be submitted in writing to: City of Houston, Strategic Purchasing Division, 901 Bagby, Room B-500, Houston, TX 77002, Attn: Joseph Badell (or) by fax: 832.393.8759 or by e-mail (preferred method) to [joseph.badell@houstontx.gov](mailto:joseph.badell@houstontx.gov) **no later than 1:00 p.m., Wednesday, March 19, 2014.**